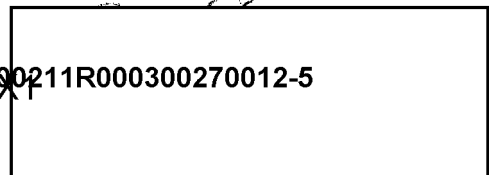


SECRET



Comptroller

18 February 1954

Acting Management Officer

Weekly Report - Week ending 17 February 1954

SUMMARY OF PROJECTS *

Weekly Report - Week ending 10 February 1954: Projects in Process 28

This Week:

Projects in Process 30

Added during week: 3
Completed during week: 1
Change 2

The "Management Staff Project Control" reveals a total of 30 projects requiring an estimated 941 man days of which 385 have been accomplished, leaving a balance of 556 man days.

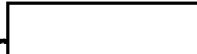
PROJECTS ADDED DURING WEEK

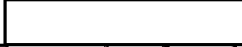
Project 4-75  Operating Procedures

While the Warehouse procedure has been stabilized, it has not been formally recorded or analyzed. Therefore, the purpose of this project is to chart the flow of documents received and distributed by the warehouse in order to coordinate with procedures at Headquarters. Target date - 15 March 1954. Estimated man days - 11.

Project 4-74 - Procedure for Use of New Order-Invoice-Voucher Form

A new seven-part form serving as a purchase order, invoice, and voucher has been prescribed by the General Accounting Office and the Comptroller General for use by all government agencies. The Procurement Division, Logistics Office, requests exception to the prescribed form and has requested that it be ordered in ten parts. The purpose of this project is to examine the present purchasing procedure, and to determine the necessity for the deviation from the prescribed form. Target date - Open. Estimated man days - 10.

Project 4-73 - Revise Logistics Office  Tables of Organization

The current organizational structures for the  were developed

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Report for Week Ending 17 February 1954 from
RECORDS DISPOSITION SECTION

OFFICE OF SCIENTIFIC INTELLIGENCE

Sensitivity of record material is tending to slow the progress of this survey. As of this date, 97 describable items covering an estimated 220 linear feet of records have been listed. Preliminary disposition plans have been made for the majority of items listed. However, a considerable number do not conform readily to established standards and will be difficult to evaluate.

MEDICAL OFFICE

Assistance has been obtained from the Records Center to retire an estimated 2,600 X-rays of separated employees from active files. This constitutes the last major retirement activity connected with this project.

GENERAL COUNSEL

Analysts assigned to this project continue to develop detailed filing plans.

CREDIT UNION

Arrangements were made to transfer a small volume of Credit Union records to inactive storage. These are not Government records, but assumed the responsibility for holding them until the expiration of the statutes of limitations, at which time they may be destroyed.

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Chief, Records Disposition Section

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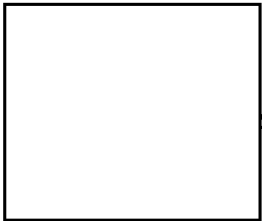
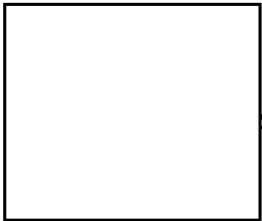
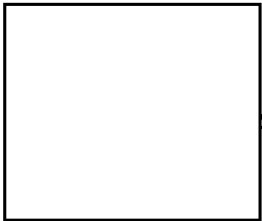
Report for Week Ending 17 February 1954 from
RECORDS SYSTEMS SECTION

The forms to be used for the Agency-wide microfilm survey have been drafted and given to the Forms Management Section for development in final form. Drafts of the proposed agency notice authorizing the survey and a draft of a memo to the DD/A covering the background and reasons for the survey have also been prepared.


There has been received to date 633 request for Security Desk Trays with reports still to come from the Personnel Office, Logistics Office, Security Office, Training Office and the DD/P. Procurement action continues to be delayed because the draftsman has had to undertake other assignments. The draftsman is with the Office of Communications.

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problems in connection with the Mail Control Section were discussed and the following records were transferred to Logistics Office:

1. Position Description for all Jobs in the Mail Control Section.
2. Employee Record Card (OF-4b) For All Employees in Mail Control Section.
3.  - Courier Schedule for Collection and Mail.
4.  Addressing of Inter-Office Mail.
5.  Addressing of Mail.
6. Cards Showing Special and Scheduled Courier and Messenger Assignments.

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7.  Penalty Indicia Mail.
8. Proposed Regulation, Mail Service - (Ready for Submission).
9. Proposed Director (Handbook) of All Registries in the Agency. (Discussed with Regulations Control Staff. Ready for Submission as soon as a few revisions have been completed).

10. Proposed Internal Operating Procedures for Mail Service.
(Complete with exception of section to be prepared relating to reports).

The Machine Records Division has completed the punching of cards for the alphabetical index to the proposed Agency File Manual.
✓ Corrections to the cards will be currently maintained, and will facilitate the issuance of the manual when approved.

A meeting was held with [] the Personnel Office to discuss 25X1 comments submitted by that office regarding the proposed file manual. As the result of this meeting, the subject headings for PERSONNEL will be reviewed to give consideration to certain Personnel Office nomenclature. It is believed that Personnel Office approval of the manual will be given when agreement is reached on this point.

A meeting was held with the Area Records Officer for Logistics Office, representatives of the Supply Division, Logistics Office and the Machine Records Division, Comptroller's Office, to determine what property records of the Supply Division are vital and also the mechanics to be employed in keeping this file on a current basis in the repository. It was decided that a complete stock status (IBM card file) would be deposited semi-annually, with a monthly depositing of balance forward cards which would reflect all transactions monthly. It was further agreed that a complete catalogue nomenclature file (IBM cards) should be deposited each six months.

On Tuesday, 16 February, a microfilm team from this office reported to Biographic Register Division, OCD, to complete the filming of the BR dossiers. This project was interrupted in November due to the lack of available space resulting from the move from Rista to North Building of the Biographic Register. Fortunately, during this period of inactivity, between 30 to 40% of the dossiers were pulled from file for transfer to the State Department and as a result the filming of these dossiers will not be necessary.

Three representatives of the DD/P office spent one complete day working on their files in the repository.

FBID -

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[]
Records Systems Section

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Report for Week Ending 17 February 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT SECTION

1. Writers' Guides

a. Discussed with [] the Office of Training, our plans for developing the guides and the jurisdictional question that has arisen. [] that the matter of whose function it is to develop the guides will resolve itself as our Staff and the Office of Training work jointly on the program. We concur. We have always believed that our work on the guides would complement plans of the Office of Training. Further discussion is planned for 18 February. In preparation for this meeting, we provided

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b. Contacted Graphics Registry and arranged for a drawing of the Guide's cover. The same drawing, in greatly reduced form, will serve as our hallmark on each section.

c. Outlined the section, "Tips for Dictators," and improved two sections dealing with paragraph and sentence structure.

d. Revised the brochure, "Streamlining Your Writing" by eliminating the part on form and pattern correspondence. We feel that it is more appropriate at this time to stress that portion of our program dealing with effective writing. Training's participation was also emphasized.

2. Agency-Wide Use of Letterex

Revised the proposed CIA Notice on Letterex in response to a request of the Regulations Control Staff. They recommended the inclusion of a statement that Letterex can be procured in preassembled sets if operations justify its use in this form. Latest contact with Regulations Control Staff disclosed that the notice has their concurrence. It will be forwarded for signature when we notify them that the complete stock of Letterex has been received by Supply.

3. Miscellaneous Projects

25X1 a. Submitted to [] a suggested glossary of reports and correspondence management terms for inclusion in the CIA Glossary of Terminology.

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b. Prepared and submitted to a listing of the current Records Management Branch staff by components and grades.

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Chief, Reports and Correspondence
Management Section

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Report for Week Ending 17 February 1954 from
FORMS MANAGEMENT SECTION

The Logistics study relative to modification of the prescribed usage of SF147 prescribed in GSA Reg 1-11-127 in which [redacted] concurred prior to submission to the ADD/A has been forwarded to [redacted] of the Management Improvement Staff by Col. White for further study and comments.

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25X1 [redacted] was authenticated by the ADD/A 15 Feb. 54, release is scheduled from the printer 17 Feb. 54.

Specifications have been drafted for the FI Information Report preliminary to procurement and testing. Final coordination will be obtained from Logistics and DD/P personnel prior to release for procurement.

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The first phase of development of a mechanized forms index has been completed. A preliminary machine run by Machine Records Division will be arranged.

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Current requests for approval of new revised and reprinted forms

<u>No. of requisitions</u>	<u>No. of copies</u>
New 3	12,000
Rev. 4	8,850
Reprints 4	89,200
Total 11	110,050
Obsolete Forms 2	

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Chief, Forms Management Section

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Report of the RECORDS CENTER for the week ending 16 February 1954

The Center was contacted by the Army thru D/B/RR, with reference to returning 1261 copies of the Preliminary NIS Gazetteers. Arrangements were made for us to furnish Army the boxes, and they will box the material before sending it here.

The Records Center was visited by 25X1
Transaction and Records Branch, P & R Division, Personnel Office, and members of his staff. They were interested in the inactive official personnel folders.

Plans are being formulated to take care of any eventual move from this building.

The applications for training have been approved by the Training Office for the six employees of the Center. The three attending the USDA Graduate School have begun classes and report that it is very informative and should be a great help to them in their chosen work with the Agency.

The personnel of the Center wish to express their appreciation of the visit made by the Comptroller and members of his staff.

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FILED : *reports*
weekly
RETURN TO

RECORDS MANAGEMENT DIVISION
GENERAL SERVICES OFFICE
16 February 1954

Acting Management Officer, MIS

Chief, Records Management Branch

Activity Report for the Week Ending 17 February 1954

1. Appendix G of the memorandum dated 10 February 1954 addressed to the Comptroller by the Chief, General Services Office, listed 39 records management projects in process. In addition, it was indicated on page 3 of this same memorandum that there were 5 records management surveys in process.

2. This report will deal with those projects on which specific activity took place during the week ending 17 February. Three of the projects listed in Appendix G of the above referenced memorandum were transferred to the Logistics Office. They pertained exclusively to the mail control function. Activity on each project was as follows:

a. Records Management Survey, Medical Office

This survey was started on 27 November 1953. To date, all of the files and equipment have been inventoried. A records control schedule has been prepared and agreed to by the Medical Office. Medical records of employees separated from the Agency are in the process of transfer to the Records Center.

The installation of reports management, correspondence management and forms management programs, and the installation of the standardized filing system, are the next steps to be undertaken.

b. Records Management Survey, OSI

This project has been in process since 18 January 1954. It will include inventorying all records and filing equipment, the establishment of filing stations, the installation of the standardized filing system, the development of a records control schedule, the preparation of a records disposition schedule and the installation of forms, reports and correspondence management programs.

To date, 97 describable items covering 220 linear feet of records have been listed. Preliminary disposition plans have been made for the majority of the items listed.

c. Records Management Survey, Office of General Counsel.

This project was started on 14 December 1953. An inventory has been prepared of the records and filing equipment. Detailed filing plans are now in process of preparation. The application of forms, reports and correspondence phases of the records management program are the next steps.

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d. Records Management Survey, FBID

This project was started on 15 December 1953. The inventorying of files and filing equipment has been completed. Inactive records have been transferred to the Records Center. The Chief of the Division has agreed to the installation of the standardized filing system and it is now being installed. Plans have been formulated for the next steps which provide for forms, correspondence and reports management phases of the program.

e. Survey of Microfilm Operations

The identification of microfilming equipment contained in a recent inventory of all reproduction equipment in the Agency has been completed. A proposed form and a draft of an Agency notice to be used in conducting the survey have been prepared.

f. Security Desk Trays

Requests have been received for 633 security desk trays. Several offices have not yet submitted their requirements. Specifications are now in the process of preparation. After these have been completed, the Logistics Office will proceed to request bids.

g. Handbook for the Subject Classification and Filing of Correspondence Records, 25X1

Comments have been received from the Regulations Control Staff. These comments are now being reconciled with the offices that submitted them. Punched cards have been prepared to facilitate the expansion and preparation of an alphabetical index to the filing manual.

h. Vital Materials Deposit Schedules for all Offices

Agreement was reached with the Logistics Office and the Office of Comptroller with respect to what property records of the Supply Division, Logistics Office, are vital and the procedure to be used in keeping the file current. It was agreed that this could be best accomplished by making a semi-annual deposit of the stock status punched card file. In addition, the punched card file, representing catalog nomenclature for the Logistics Office, will also be deposited semi-annually.

i. Vital Materials Microfilm Projects

Microfilming of the dossiers for the Biographic Register Division, OCD, is in process.

j. Writers' Guide

This project is to be transferred to the Office of Training in accordance with a decision made by the ADD/A on the staff study submitted to him on January 21. Contact was made with Col. Baird

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with respect to transferring material already developed on this project and he has requested that it be held in abeyance until such time as he notifies me. In the interim, [] of the Office of Training has reviewed some of the material that has been prepared. 25X1

k. Standardization of FI Information Reports

Specifications for the revised form have been drafted preliminary to its procurement and testing. Final coordination will be obtained from the Logistics Office and DD/P.

l. Forms Index

The first phase of the development of a mechanized system for preparing forms index by the punched card method has been completed.

m. Construction of New Records Center

Advice has been received that the individual members of the Project Review Committee and the Deputy Director have approved the staff study pertinent to the construction of a Records Center containing approximately 21,000 square feet and costing approximately \$400,000. Final action requires the signature of the Director.

3. In addition to progress reported above on specific projects, the following is of significance:

a. Arrangements were made for six members now assigned to the Records Center activities to receive special training at the Graduate School, Department of Agriculture, and American University.

b. A request was received from the Credit Union to transfer a small volume of their inactive records to the Records Center.

c. Copies of Handbook [] Records Management Program Guide, were furnished to [] for his use in connection with the Basic Intelligence Refresher Course. 25X1
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